



**State of Vermont**

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**VT NBRC Parcels Project Charter  
DRAFT 2**

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**Prepared By:** VCGI  
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# VT NBRC Parcels Project Charter

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## Revision History

Version	Date	Author(s)	Revision Notes
0.1	11/1/13	Leslie Pelch, VCGI	1 <sup>st</sup> draft
0.2	11/8/13	Leslie Pelch, VCGI	2 <sup>nd</sup> draft

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## **Project Overview**

The VT Center for Geographic Information, Lamoille County Planning Commission, Northwest Regional Commission, and the Northeast VT Development Association were awarded \$169,100 by the Northern Borders Regional Commission to coordinate the creation and improvement of digital parcel data for municipalities in the northern six counties of VT: Grand Isle, Franklin, Lamoille, Caledonia, Orleans, and Essex.

In addition, the partners will offer educational opportunities to all towns in the region and support in the development of a sustainable data maintenance process for participating towns. The data that is produced through this project will meet or exceed the VT Parcel Data Standard.

**Project Vision Statement:** *Providing information and support to municipalities in order to ensure the creation of municipal parcel data that meets state standards, is up to date, and will be updated regularly in the future.*

## **Project Scope**

The scope of this project includes and excludes the following items:

### **In Scope:**

- Provision of educational workshops focusing on why high quality parcel data is useful, how to obtain high quality parcel data, and how to maintain that data over time.
- Provision of financial support to municipalities who agree to participate with VCGI and the RPCs in a process to develop a high quality scope of work, Request for Proposals, contract with mapping consultant, and plan for the continued maintenance of the data into the future.

### **Out of Scope:**

- Development of a statewide plan for parcel data maintenance
- Improvement of the spatial accuracy of parcel data
- Improvement of town boundary data

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## Project Deliverables:

- **Project Charter** – Craft a document that outlines the scope, objectives, stakeholders, and participants including their roles and responsibilities.
- **Education/Outreach Plan and Implementation** – Detail a plan to provide a number of workshops or community meetings that will focus on the benefits of high quality parcel data as well as the steps necessary to achieve that data. These events will also provide information about how to participate further in the project by applying for funds.
- **Grant Program** – Design and implement a grant program to accept grant proposals from municipalities. Develop criteria for a competitive review of proposals. Detail participation required by grantees in order to receive funds. Disburse funds according to the program developed.
- **Technical Support to Participating Communities** – Towns chosen to receive funds will receive support from VCGI and the RPCs during the process of identifying their goals, developing a request for proposals, reviewing proposals, developing a contract, ensuring that all aspects of the contract are being met, and in planning for how the community will continue to maintain the data on a regular basis over time.
- **High Quality Parcel Data from Participating Communities** – Parcel data developed through this program will be delivered to VCGI, where it will be made available to the public. It will also be incorporated into the VT Merged Parcel data available as a single shapefile.

## Project Estimated Effort/Cost/Duration

### Estimated Cost:

- \$338,200 (grant covers \$169,100)

### Estimated Effort Hours:

- To be determined

### Estimated Duration:

Milestone	Date
Kickoff Meeting – EGC Data Warehouse Workgroup	11/4/2013
Project Charter	11/13/13
Education/Outreach/Grant Program Plan	11/22/13
Education/Outreach Implementation	Nov.-Feb. 2014
Grant Program Implementation	March 2014
Technical Support Provided	April/May 2014
Parcel Data Delivered to VCGI	November 2014

## Project Assumptions

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In order to identify and estimate the required tasks and timing for the project, certain assumptions and premises need to be made. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan will be adjusted accordingly.

- VCGI and the partner RPCs have the skills and resources to perform the tasks identified above within the specified time frame
- There are towns in the 6-county northern region that will choose to apply for parcel mapping funds
- The VTrans Statewide Parcel Mapping Project and the NBRC project will coordinate so that technical specifications align and funds will be made available (from VTrans to participating NBRC project towns) to cover the cash portion of the municipal match.

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## **Project Risks**

Project risks are characteristics, circumstances, or features of the project environment that may have an adverse effect on the project or the quality of its deliverables. Known risks identified with this project have been included below. A plan will be put into place to minimize or eliminate the impact of each risk to the project.

<b>Risk Area</b>	<b>Level (H/M/L)</b>	<b>Risk Plan</b>
1. Insufficient human resources and/or financial resources to successfully complete project	M	Make it clear to management ASAP what is needed in terms of human and financial resources once it is clear.  Make it clear to management when/if insufficient resources are allocated, and what that means for the project.  Re-scope the project to reduce the cost.
2. Project Team isn't able to meet project deadlines	L	Project Manager will communicate frequently and provide support where needed
3. Changes at VCGI such as key personnel changes or move into State government	H	Give team members as much heads up as possible so they have time to work on things.
4. Bureaucratic and/or legal complications get in the way of progress	M	Re-scope project  Adjust project schedule
5. Unforeseen catastrophic event hinders productivity	L	Keep RPCs, VCGI Executive Director, and VCGI informed of project.
6. Coordinating the NBRC project with the VTrans Project becomes untenable	M	Keep communicating with VTrans Project Manager and clarifying expectations in both directions

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## **Project Team**

**Team - Roles & Responsibilities:** The following are core team roles. *Team members must commit to allocating the necessary time and resources to support their role.*

- **Project Lead:** VCGI (Leslie Pelch). Administer grant, provide education/outreach planning and implementation support, review and sign off on final data products and maintenance plan.
- **Project Partners:** LCPC, NWRPC, NVDA. Provide education/outreach planning and implementation support, as well as technical support to municipalities. Sign off on Municipalities completion of required process.

## **Stakeholder Representatives & Members of the NBRC Project Team**

NAME	ORGANIZATION
Leslie Pelch	VCGI
Bethany Remmers	NWRPC
Melinda Scott	LCPC
Tracy McIntyre	NVDA